

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. NL11963	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.		
Explanation (Show any positions replaced)			7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 1106		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use		15. Classified/Graded by		
a. U.S. Office of Personnel Management			Official Title of Position		Pay Plan		Occupational Code		Grade		
b. Department, Agency or Establishment			Contract Specialist		GS		1102		11		
c. Second Level Review			Initials		Date		8/10/00		8/10/00		
d. First Level Review			e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment U. S. Army		
a. First Subdivision Army Materiel Command			c. Third Subdivision Command Group, Chief of Staff (CS)		d. Fourth Subdivision Army Contract Group		e. Fifth Subdivision (Various)		Signature of Employee (optional)		
b. Second Subdivision Simulation, Training and Instrumentation Command			19. Employee review - This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the		knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		a. Typed Name and Title of Immediate Supervisor J. Ronald Farr Supervisory Contract Specialist		
Signature			Date		Signature		Date		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.			Typed Name and Title of Official Taking Action James B. Godwin, Col, FA, Chief of Staff		22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for GS-1102 Series, Jul 99, HRCD-7		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		Signature		
Date			Date		Date		Date		Date		
23. Position Review			Initials		Date		Initials		Date		
a. Employee (optional)			b. Supervisor		c. Classifier		24. Remarks BUS: 7777 This position is at the full performance level. DAWIA Level II.		25. Description of Major Duties and Responsibilities (See Attached)		

CONTRACT SPECIALIST GS-1102-11

INTRODUCTION

Serves as Contract Specialist in a division of the Army Contract Group with responsibility for all assigned contractual actions from program inception through contract closeout.

This is a Level II, Non-Critical Acquisition Position, in the contracting career field and is subject to DAWIA requirements. Unless specifically waived by the appropriate official, or the employee is grandfathered under 10 USC 1736 (c) (1), the following are mandated requirements:

(1) Incumbent must be certified at DAWIA Level II, in the Contracting field.

Condition of employment is drug free. All Army employees must be subject to drug testing under certain circumstances such as reasonable suspicion. Condition of employment: incumbent must be able to obtain and maintain a secret security clearance.

MAJOR DUTIES

Negotiates contracts dealing with new procurement acquisitions and with equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements, and contractor deficiencies.

Reviews procurement requests in the early phases of the contracting process to determine the articles or services to be procured, reviews the specifications prepared by the Project Engineer to ensure their contractual adequacy, and determines if the schedule and specifications accurately cover the articles and services set forth in the procurement request.

Uses electronic acquisition tools to create acquisition documents and input data as required for tracking documents, creating metrics, and monitoring workflow.

Prepares Determination of Findings for the signature of either the contracting Officer of higher authority depending upon the negotiation exception to be used. Prepares and forwards the solicitations (IFB, RFP, and RFQ) to recommend sources; reviews proposals submitted for compliance with the requirements of the solicitation and forwards them to the Project/Acquisition Director for technical evaluation and to the cognizance DCASMA/DCAA office for audit evaluation.

Analyzes pre-production costs, direct labor hours, overhead rates, proposed bills of materials, and estimated profits for purposes of determining reasonableness and identifying questionable areas in order to establish the Government's target objectives, plan-of-attack and/or defense and basis for negotiation.

Recommends the appropriate type of contract, using firm-fixed prices, fixed price with escalation, fixed price with incentives, cost-plus-fixed-fee, cost-plus-incentive-fee, cost-plus-award-fee, time and material, or multi-year contracts. The incumbent is responsible for establishing the formula and sharing arrangements most advantageous to the Government in fixed-price-incentive-type contracts and determining the most appropriate of the cost-reimbursement-type contracts. The incumbent is charged with responsibility for obtaining agreement between the prospective contractor and the Government on other terms and conditions of a contract which encompasses the parties' rights.

Chairs pre-negotiation meetings with assigned acquisition team to determine the Government's position for the negotiation purposes.

Conducts negotiation conferences with the contractor; prepares appropriate Business Clearance Memorandums and obtains appropriate approvals and recommends the award of a contract.

Administers contracts from award through the point of contract closeout or termination. Reviews each contractor's performance to contractual requirements. Overall contract administration duties include monitoring contractor progress to ensure compliance with the contract and maintaining extensive personal contact with contractor managerial officials and the Government requiring activity.

Evaluates such items as progress payments, contractor's compliance with contract clause-terms and conditions, price and delivery readjustments, excusable delays, mutual mistakes, etc., and evaluates entitlement of contractor claims arising out of contracts.

Reviews contractor's monthly progress reports to assure that contractor proceeds on schedule. If slippage is imminent, incumbent (with the assigned acquisition team) analyzes cause for delay, proposed new milestones, and impact of delays on remaining parts of the contract. Base on such analysis, incumbent is then responsible for negotiating all aspects of the contract which are affected by the delay, e.g., revised delivery schedule, progress payments, penalties, etc. If the Government desires to terminate a contract for convenience if default, the incumbent prepares an analysis of the contractual situation, determines applicable DOD and Navy regulations and directives which apply and makes recommendation to the appropriate contracting authority level.

Factor 1 – Knowledge Required

Thorough knowledge of Federal Government, Department of Defense, and local contract and procurement methodology, procedures, regulations and instructions applicable to the acquisition of highly sophisticated training equipment.

Knowledge of a variety of contracts, contract variations, and their uses; methods or pre-negotiation planning; and techniques for negotiation, administration, and cost analysis of

procurement proposals sufficient to independently decide appropriate strategies to procure complex training requirements.

Knowledge of commercial business and industrial practices (e.g., commercial subcontracting, procurement of raw materials and services costing techniques) sufficient to analyze cost breakdowns, technical evaluations, and contract proposals.

Knowledge of a diverse range of disciplines such as those performed by project/acquisition directors, project engineers, logisticians, price analysts, legal and patent counsel, configuration management, auditors, financial specialists, equipment specialists, and reliability/maintainability specialists sufficient to convey to subject-matter specialists the contractual requirements to be filled in each discipline.

Knowledge of and ability to interpret regulatory and legal requirements applicable to the acquisition of technical services or hardware for DOD or for foreign countries.

Skill in meeting and dealing effectively with contractor and Government personnel at all levels in their respective organizations. This includes ability to communicate skillfully both orally and in writing and to reach sound judgments during formal conferences where quick thinking is necessary in making decisions which are essential to specific program.

Factor 2 – Supervisory Controls

The incumbent serves on an assigned team under the direction of a team leader who assigns work to the incumbent and provides guidance on technical and administrative matters. The supervisor of this position is the Division Head who makes assignments to the team leader in terms of overall objectives and changes in policy.

The incumbent is expected to carry out assigned work independently and with minimum supervision. The incumbent's performance is reviewed to assure that it meets established deadlines, conforms to the stated requirements of law and regulation as expressed by DAR, NCD, and other procurement directives and accuracy/completeness of contract modifications, business clearances, etc., initiated or reviewed in accordance with NAVMAT, NAVSUP and NAWCTSD administrative procurement procedures and directives.

Factor 3 – Guidelines

Guidelines include the Defense Acquisition Regulation, DOD and SECNAV instructions and directives, Defense Acquisition Circulars, Navy Contracting Directives and Circulars, and service and local policy statements and precedent transactions. These guides are only generally applicable to the work as unique contractual situations arise on a continuing basis which are not specifically covered by existing regulations as a result of competitive developments or advances in the state-of-the-art. The incumbent exercises initiative, resourcefulness, and judgment in adapting established techniques and methods

to those unique procurement situations, including recommending new contractual provisions, incentives, structures, and terms and conditions.

Factor 4 – Complexity

The work involves the performance and coordination of a wide variety of negotiation and administrative tasks in support of procurements for major military training equipment systems. The acquisitions involve contracts that are priced on cost-plus-fixed-fee (CPFF), cost-plus-incentive-fee (CPIF), cost-plus-award-fee (CPAF), time and materials (T&M), firm-fixed price (FFP), and fixed-price incentives (FPI) basis and various combinations thereof. Some of these contracts include multiple incentives, priced re-determination, and economic price adjustment provisions. The contracts are for research, development, design, prototype, test and evaluation, initial productions, and full-scale development of complete simulation systems of complicated engineering design which often include components, such as advanced visual systems being developed for the first time. Research and development procurements cover feasibility studies, design and development, fabrication, test and acceptance, installation, and maintenance.

The contracts are complicated by the fact that they include complex special contract clauses covering incentives, contract options, data responsibility, and economic price adjustment in addition to clauses addressing inspection and correction of defects; subcontracts; termination; excusable delays; Buy American Act; Government property; insurance liability to third persons; federal, state, and local taxes, and patent rights and data. The contracts are in some cases complicated by the lack of any previous cost history and the involvement of numerous major contractors and sub-contractors.

In developing the solicitation, decisions involve determining quantities to be procured, specifications required, preaward samples, specific contract language and clauses, type of contract, special program requirements, minimum and maximum order limitations, and methods of transportation and delivery. In evaluating bids or proposals, decisions involve determining adequacy of response, whether to cancel and readvertise, and whether to accept or reject bids or offers which request exceptions to terms, delivery dates, or other requirements.

Work includes refining methods, such as modifying contractual clauses which tend to discourage potential bidders from participating, identifying the possibility of converting production to Government needs, and determining the most advantageous time to solicit bids.

Factor 5 – Scope and Effect

The work assigned is of such scope that the funds budgeted are normally in excess of \$50,000. The contract duration for these procurements is normally in excess of two years. Procurements are made for other Navy Departments and systems Commands, the Department of the Army, and the Department of the Air Force which have authorized funds for the procurements.

The end items procured are self-contained, highly sophisticated, technologically advanced training devices such as simulated tactical engagement systems and battlefield warfare simulators. Acquisitions for other than training systems include applied research, instructional systems development, and management support acquisitions.

The work performed and the decisions that are made have a significant impact on service and DOD missions affecting the readiness posture of the U.S. military forces. The acquisitions of training devices in a timely manner and on a cost-effective basis is critical to the readiness of the U.S. military.

Factor 6 – Personal contacts

The incumbent has extensive contact with acquisition team personnel and limited interface with Government managerial and technical personnel as identified under Factor 1. Coordination with these personnel is required from initial project planning stages through formal contract negotiations, contract award, and contract accomplishment and closeout. Contacts include technical and managerial personnel from NAWCTSD and from numerous requiring activities from the Army, Navy, Air Force and Marines.

The position also requires extensive contacts with contractor representatives at all levels of the organization including mid-level managerial personnel as well as working level and technical personnel.

Personal contacts may also be made with mid-level Government personnel from systems Commands and Naval Commands with direct approval authority for many of the actions taken by the incumbent.

Factor 7 – Purpose of Contacts

The incumbent interfaces with Government technical and managerial personnel to plan training device acquisition projects, coordinate contract schedules, specifications and special requirements, plan pre-proposal conferences, evaluate contractor proposals, plan and conduct contract negotiations with the incumbent serving as team leader and interface on a continuing basis during the entire period of contract performance to update contract requirements and ensure proper contractor performance.

Contacts with contractor personnel are made to define Government requirements during the pre-proposal state, conduct across-the-table, fact-finding and negotiation sessions, chair post-award orientation and support design and progress review conferences. Contacts are required to provide specialized advice/interpretation to contractor officials concerning contractual requirements and limitations after consultation with supervisor.

Contacts with mid-level Government personnel are made for the purpose of clarifying business clearances which exceed the scope of authority vested in NAWCTSD during the program formation, contract award, and contract administration phases of the acquisition

process. This includes oral and written interface to gain approval of deviations from Government regulations and Pre-and Post-negotiation Business Clearance Memoranda which exceed NAWCTSD approval thresholds. Contacts for Acquisition Plans for new training equipment buys, Request for Authority to Negotiate with attached Determination and Findings requiring secretarial approval, and numerous other contract-related matters requiring approval of upper-level Government personnel are coordinated with incumbent's supervisor.

Factor 8 – Physical Demands

The work is sedentary in nature. Travel by air is required.

Factor 9 – Work Environment

Although the majority of the work is performed in an office setting, the incumbent occasionally visits contractor plants and other Government activities to review equipment and production runs and to evaluate progress and performance. During these visits, the incumbent is in close proximity to electrical/industrial machinery and must exercise safety precautions.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11963

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."